

ANNUAL CHILD CARE RATE SURVEY INSTRUCTIONS

The survey methodology has changed considerably this year. The survey results will be sent to the state in electronic format instead of on paper. **To establish the most accurate rate possible, we strongly encourage at least an 80% return rate for the annual survey.**

The attached survey forms are to be used by local agencies to collect price information from licensed group and licensed family child care providers. **Use of the survey form is required.** Exemptions to its use may be granted if a local agency can document that using the survey form will create an undue burden on the agency's staff or workload. If it is necessary for your county/tribe to request such an exemption, please send your proposed survey instrument, along with the justifications for the exemption, to CCS for approval before you distribute the survey.

At the end of July, the DWD Child Care Section will email each county/tribal Child Care Coordinator an Excel spreadsheet that will include all licensed family and group providers in the county/tribe. Also, a set of mailing labels in Word format will be emailed to each agency. There is no need to contact Licensing for this information. Do not include providers located in surrounding states.

Excel Spreadsheet:

The spreadsheet for each county/tribe will include providers who meet the following criteria:

- Provider has a either family or a group license as of July 16, 2004.
- The program provides care to children ages 0-13, throughout the year (at least 11 months) and provides full-time child care, at least 5 days a week and 5 hours per day. Others will be excluded.

The survey shall collect providers' **current** prices. Providers are required to submit **printed** verification of prices that are charged to private pay families.

Provider Information To Be Entered Onto The Spreadsheet

Include the provider information even if the provider indicates the following:

- Are funded by sources other than fees (e.g., Head Start, 51.437-funded).
- Do not offer open enrollment (e.g., employer-sponsored programs which serve only employees of the sponsor)
- Have less than 25% of slots paid by private pay families

Do not include providers on the spreadsheet if the provider:

- Only report an hourly rate. Please contact the provider to find out what was the average weekly amount that the provider received for a full-time child in each age group in the month of July 2004. If the provider can demonstrate a valid weekly price, and provide printed verification, then include the provider's information in the spreadsheet.

MAXIMUM REIMBURSEMENT RATE CALCULATION

The DWD Child Care Section will enter information received from the local agencies into a database that will calculate the maximum rates. The Child Care Section will contact each agency with their approved rates by December 3, 2004.